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Security Information

Office of Deputy for Administration and Logistics
Organizational Annex

Tab 1

25X1A 1. Basic Function: To coordinate and supervise administrative and logistical staff activities of FE/□, Washington Headquarters.

25X1A 2. Background of Present Organization: The present concept of an FE/□ Administration and Logistics staff structure incorporating all non-operational support activities under a Deputy for Administration and Logistics was originally initiated in December, 1951, in order to facilitate staff 25X1A control, coordination, and planning. In February, 1952, an □ Support was organized as an adjunct to the Office of Deputy for Administration and Logistics to coordinate all □ activities with appropriate elements of the Administration and Logistics staff.

25X1A 3. Statistical Concept of Workload: It is not possible to reduce the workload of the Office of Deputy for Administration and Logistics to any significant statistics.

4. Organization:

25X1 a. Current: The presently-approved Table of Organization for the Office of Deputy for Administration and Logistics authorizes 2 persons. In reality, a total of 6 persons are presently being utilized by that office, 3 of which are in a special assistant category and comprise the staff of the □

25X1A b. Proposed: The proposed Table of Organization for the Office of Deputy for Administration and Logistics contemplates a total of 8 persons, 3 of which would be in the ancillary □ and 2 in the Office of Reports and Statistics (the latter yet to be organized).

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